

EXECUTIVE AIDE

NATURE OF WORK

This is responsible work organizing and supervising the work performed by subordinate clerical staff within the office of the Mayor.

Work involves planning, organizing, assigning and supervising the work performed by subordinate clerical staff; interviewing, hiring and evaluating subordinates; implementing staff training programs; preparing correspondence and reports; interpreting administrative policy as it applies to departmental operation; and participating in budget preparation and administration. The work may include limited clerical responsibilities such as taking and transcribing oral dictation and typing. The majority of work is performed with considerable independence. Assignments are received in the form of generalized instructions with work being reviewed in the form of reports submitted and results achieved. Supervision may be exercised over subordinate clerical staff. This class is differentiated from the Executive Secretary in that the major emphasis is on coordination and supervision of clerical functions.

EXAMPLES OF WORK PERFORMED

Analyzes work methods of subordinate clerical staff and develops and implements improved work procedures.

Plans, organizes, supervises and assigns the work performed by clerical subordinates; coordinates work flow to and from subordinate staff; interviews, hires and evaluates subordinates.

Prepares correspondence and reports; maintains a large variety of complex clerical records; implements staff training programs.

Participates in departmental budget preparation and maintains fiscal records of budgetary expenditures.

Interprets administrative decisions and policies based upon explanation by superior.

May perform limited clerical duties such as taking and transcribing oral dictation, and typing.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and procedures of office management.

Knowledge of administrative policies and procedures.

Knowledge of the basic principles of financial record keeping procedures.

Some knowledge of research techniques, methods and procedures.

Ability to plan, organize, supervise and assign the work of clerical and accounting subordinates.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.

Ability to perform routine administrative detail independently, including the preparation of letters, reports and memoranda.

Ability to gather and analyze facts, and prepare clear, concise reports.

Ability to establish and maintain effective working relationships with municipal officials, other employees and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school supplemented by course work in business education, business management or related field plus considerable experience in a responsible supervisory or office management position.

MINIMUM QUALIFICATIONS

Graduation from senior high school supplemented by course work in business education, business management or related field plus experience in a responsible supervisory capacity; or any equivalent combination of training and experience which would provide the desired knowledge, abilities and skills.

4/83

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